

PUBLIC WORKS & UTILITIES DEPARTMENT POLICIES AND PROCEDURES

NET ENERGY METERING

CUSTOMER FUEL CELL, SOLAR, WIND, or HYDROPOWER ELECTRIC GENERATING FACILITIES NOT MORE THAN 100 KILOWATTS PW-1201

1.0 PURPOSE:

- 1.1 To provide instruction to engineering and office staff on procedures and requirements for the application of net metering to customer installations of small renewable generation facilities.
- 1.2 To provide uniform customer information on requirements and procedures to connect small renewable generation facilities to the City electric system.
- 1.3 To provide customers with uniform requirements for net metering agreement.

2.0 ORGANIZATIONS AFFECTED:

- 2.1 Public Works & Utilities Engineering staff
- 2.2 Electric utility field personnel
- 2.3 Customer billing staff
- 2.4 City building and electrical inspectors
- 2.5 Customers wishing to apply for net metering

3.0 POLICY:

- 3.1 The customer's generator system must be less than 100 kilowatts (kW) in size.
- 3.2 The customer's generator system must be fueled by solar, wind, hydropower or be a fuel cell.
- 3.3 Owner provides power conditioning, connection, and safety equipment.
- 3.4 Applications will be considered on a first come first served basis to a limit of 0.5 percent of the City's 1996 peak demand (595 kW). Projects in excess of this amount may be allowed with the approval of the Director of Public Works and Utilities.

4.0 DEFINITIONS:

- 4.1 Net metering: The metering of net power flow during a billing cycle, by allowing the meter to turn backwards during any period in which the customer is generating more than he is consuming.

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5.0 PROCEDURE:

- 5.1 Applications for net metering generation are available at the Electrical Permit Counter in the lobby at City Hall, 321 East Fifth Street.
- 5.2 The Customer completes the **Application for Net Metered Electrical Generation**. Be sure the **Customer** and **Installer Information** and the appropriate section for the “type of generation” proposed to be installed is completed. The Customer must include a one-line diagram and/or manufacturer’s literature description of the protection equipment to be used and approximate project cost
- 5.3 The Customer may be provided with a list of inverters meeting NEC and IEEE standards and other materials the City may be collecting or developing.
- 5.4 The Customer must take out an Electrical Permit. “Net Metering” should be noted on the permit. A building permit will also be required if any structures are added or modified.
- 5.5 The staff person receiving the application will make copies and distribute them to the Electrical Engineering Manager and the Power Manager.
- 5.6 The Power Manager will determine if the proposed installation is within the 0.5 percent limit and the Electrical Engineering Manager will determine if the proposed installation meets the net metering connection requirements. The Customer should allow at least ten working days for processing the application. A **Connection Agreement** is then prepared and signed by the Customer and the Electrical Engineering Manager.
- 5.7 After the Customer notifies the City that the installation is ready for inspection and connection, an electrical inspection is performed and the meter shop installs a meter capable of registering the flow of electricity in two directions.
- 5.8 The name, telephone number, address, account number and transformer number is identified and flagged on the System Operating Map.
- 5.9 The Customer Service Section is notified and a notation is placed on the customer’s file. Special billing procedures are also noted.
- 5.10 Questions may be directed to the Electrical Engineering Manager at (360) 417-4702. The response(s) will be communicated to the interested parties.

6.0 APPENDIX:

- 6.1 Net Energy Metering Connection Agreement..... PW1201-01 [5/01]

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- 6.2 Application for Net Metered Electrical Generation PW1201-02 1/16]
(Appendix A)
- 6.3 Connection Standards for Customer Electric PW1201-03 [4/01]
Generation Facilities of not more than 100 Kilowatts
(Appendix B)
- 6.4 Ordinance No. 3080